

# UNITED STATES DISTRICT COURT

## NORTHERN DISTRICT OF CALIFORNIA

### PROBATION OFFICE

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June 2, 2023

## HUMAN RESOURCES SPECIALIST VACANCY ANNOUNCEMENT JOB CODE: 23-DA0602HRSP

POSITION: Human Resources Specialist

STATUS: Regular Full-Time

SALARY RANGE: \$81,974 - \$133,262 (CL 28/01- CL 28/61)

CLOSING DATE: June 16, 2023

LOCATION: San Francisco, California

### MISSION STATEMENT

- To assist the federal courts in the fair administration of justice.
- To protect the community.
- To bring about long-term positive change in individuals under supervision.

### VISION

The U.S. Probation Office for the Northern District of California continuously achieves excellence in the fair administration of justice, public safety, and long-term positive change in individuals under supervision by investing in a holistic support system centered on the U.S. Probation Officer. Our supervision and investigation strategies are rooted in the use of evidence-based practices targeting risk factors. We are committed to a fully inclusive, diverse, and compassionate work environment that supports every employee to continually work toward positive outcomes in collaboration with our internal and community stakeholders and partners.



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### VALUES

**ETHICS** - We value impartiality, accountability, diversity, professionalism and a commitment to ethical standards

**SERVICE** - We continually work toward positive outcomes for our clients and community by collaborating with justice and community partners and providing comprehensive services

**DIVERSITY** - We value and celebrate each person's contributions to our social and cultural fabric

**POTENTIAL** - Safer communities and healthier families exist when all individuals have the resources and opportunities to live up to their fullest potential, obstacles to success are removed, and are encouraged to express their skills and talents

**INNOVATION** - We continually strive to identify and implement the approaches that increase public safety and address the needs of our clients and community with out of the box thinking



The United States Probation Office for the Northern District of California seeks to serve the U.S. Court System and improve public safety by investigating and supervising individuals convicted of federal crimes, enforcing sentences, and providing correctional treatment to offenders. The Office is now seeking qualified applicants for the position of Human Resources Specialist at classification level (CL) 28. Potential future promotion to CL 29/30 without further competition depending on the needs of the district.

The ideal candidate will be an accomplished and self-motivated individual with excellent interpersonal skills and strong work-ethic. This individual will embrace our mission and be committed to and believe in our vision of working together creatively to transform lives in enhancing the safety of our community.

Our fast-paced, highly service-oriented environment will provide opportunities for challenging and rewarding work as a member of the Probation Office's administrative team. The successful individual must be able to thrive in an environment that promotes teamwork and professional enrichment where we commit to supporting and defending the U.S. Constitution and the worth and dignity of all people, defending their right to be treated with fairness and respect and believing that all people are capable of positive change using evidence-based practices.

We promote diversity, equity, and inclusion (DEI) in the work setting. This is accomplished in the establishment of an internal DEI Committee which is responsible for district-wide initiatives, celebration of heritage months, and staff training. We also offer a hybrid work environment and flexibility in work schedules.

#### JOB SUMMARY AND REPRESENTATIVE DUTIES (Not all inclusive):

The Human Resources Specialist performs and coordinates administrative, technical, and professional work related to human resources programs and training activities, supporting law enforcement and non-law enforcement staff. The incumbent ensures compliance with appropriate guidelines, policies, and approved internal controls related to human resources management. The Human Resources Specialist conducts research, performs analysis, and conducts audits on data and trends to develop a variety of organizational, statistical, budgetary, and operational reports and makes recommendations to management. Responsibilities include, but are not limited to, benefits administration, recruitment, classification, staffing, payroll, performance management, disciplinary actions, employee relations, workers compensation, personnel action processing, and records maintenance.

- Formulate, implement, and administer the full range of human resources policies, procedures, and standards with varying needs and priorities. Review, research, analyze, develop, and recommend human resources policies for the Probation Office.
- Ensure adherence to the *Guide to Judiciary Policy* and *Human Resources Manual* regarding human resources practices and separation of duties. Develop, monitor, and update internal controls policies and procedures.
- Develop and maintain all recruitment related records, including vacancy announcements, interview information and applicant demographic statistics, and recruitment files. Determine and

use best methods to source applicants. Process recruitment requests, including preparing notice of vacancy, reviewing and ranking applications, and coordinating interviews.

- Coordinate and conduct new-hire orientation for new probation office employees to include a review of payroll information, personnel policies and procedures, and benefit options.
- Assist and advise new and existing employees on payroll and benefit related matters and ensure requested actions meet applicable policies and requirements. Assist with organizing and conducting annual benefits open season functions and fielding questions.
- Process a variety of personnel and payroll actions such as appointments, promotions, separations, and changes to employee benefits. Monitor and ensure all staffing and payroll actions are processed in a timely and correct manner. Assist with new employee onboarding and employee separations.
- Coordinate with managers, supervisors, and the Chief Probation Officer/Executive Team on the assessment and evaluation of staff performance throughout the year and maintain a tracking system for employee evaluations and step increases. Assist the Chief Probation Officer/Executive Team in the development of performance management plans and compensation strategies. Administer performance management system, including assisting in the development of performance standards and rating criteria. Assist with adverse action and grievance procedures.
- Serve as the official timekeeper for the Probation Office. This includes monitoring and processing employees' time and attendance related records in HRMIS Leave Tracking and ensuring that transactions and records adhere to appropriate rules and regulations. Monitor and assess functionality of the automated leave system. Implement leave policy changes and deploy system upgrades and enhancements.
- Research, review, and analyze data and information on employment practices, staffing, and other statistical data. Develop and analyze a variety of reports based on historical and current data and hiring trends and make recommendations to the Chief Probation Officer/Executive Team. Maintain statistics for the annual Fair Employment Practices System and Telework reports.
- Assist with developing and reviewing recurring staffing plans with varying needs and priorities. Make recommendations to management regarding staffing and budgetary impact. Provide advice on organizational structures and classification standards and guide management on staffing and other human resources related proposed changes.
- Manage background checks and the fingerprinting program by verifying applicant employment, checking references, taking employee fingerprints, completing and filing necessary forms, tracking and reporting results, and developing and maintaining record keeping systems.
- Prepare and conduct training in human resources related areas such as policy interpretation, benefits, performance management, etc. Manage, coordinate, and conduct developmental training for employees.

- Administer a variety of human resources related automated systems. Develop and manage the integration process of new systems into local processes. Develop and maintain the content for the human resources section of the Probation Office's Intranet website.
- Establish and maintain a wide variety of personnel related records, including individual personnel files and records, in accordance with the relevant record retention guidelines.
- Assist with a wide range of non-routine and ad hoc human resources-related tasks and projects.

#### QUALIFICATIONS:

Two years of specialized experience;

**or**

Completion of a master's degree or two years of graduate study (27 semester or 54 quarter hours) in an accredited university in business or public administration, political science, criminal justice, law, or other fields closely related to the subject matter of the position.

Specialized experience is progressively responsible experience in at least one but preferably two or more functional areas of human resources management and administration (classification, staffing, training, employee relations, etc.) that provided knowledge of the rules, regulations, terminology, etc. of the area of human resources administration

#### PERSONAL CHARACTERISTICS AND SKILLS:

Demonstrating sound ethics and judgment; maintaining a professional demeanor and presence; possessing effective verbal and written communication skills; having the ability to work with a wide variety of people with diverse backgrounds; having the ability to handle multiple demands in a fast-paced work environment; having the ability to compile information within established time frames and follow detailed instructions accurately; and having the ability to adapt to change.

**APPLICATION INSTRUCTIONS:** Employment is subject to background investigation and verification of information supplied. Applicants must submit a current resume, a letter of interest including an outline of their skills and experience (**applicants must include the Job Code from the job posting in their letters of interest**), and copies of their two most recent completed and signed performance evaluations. In addition, applicants must complete and submit the Federal Judicial Branch Application for Employment (AO 78 [version 4/22]), along with submitting their official college transcripts, if applicable. **When completing the AO 78 (4/22) Application, applicants must complete Question Numbers 18, 19, and 20 in the Optional Background Information Section of the Application on Page 5 of 5.**

The AO 78 (4/22) Application is available at: [www.canp.uscourts.gov](http://www.canp.uscourts.gov) on the Employment Page. In order to be able to save the completed AO 78 (4/22) Application, applicants must have either Adobe Acrobat Standard or Adobe Acrobat Professional because having only Adobe Acrobat Reader will not permit applicants to save it. As an alternative, applicants may scan the completed application or save it as .jpg (JPEG picture file) or .tif (TIFF picture file) for electronic transmission. Please complete and submit only the current version of the AO 78 (4/22). Previous versions and all other federal employment applications will not be accepted.

Application materials will not be considered complete until all of the items listed above have been received by Human Resources. Illegible or incomplete or partially completed application materials will not be considered. Do not submit the same application materials more than once. **Completed application materials must be received on or before the closing date of June 16, 2023 by close of business (5:00 p.m. PST).** It is required that applicants submit their application materials as **one PDF document** via e-mail to: [CANP\\_Resumes@canp.uscourts.gov](mailto:CANP_Resumes@canp.uscourts.gov). The only exception is that official college transcripts can be mailed to the address listed below. All other application materials received by mail, fax, or any other means other than by e-mail to [CANP\\_Resumes@canp.uscourts.gov](mailto:CANP_Resumes@canp.uscourts.gov) will not be considered.

**Human Resources for the U.S. Probation Office  
450 Golden Gate Avenue, Suite 17-6884  
San Francisco, CA 94102**

Applicants must be a U.S. citizen or a lawful permanent resident of the United States currently seeking citizenship or intending to become a citizen immediately following meeting the eligibility requirements. Only the most qualified applicants will be interviewed and only those who are interviewed will receive a response regarding their application status.

Judiciary employees serve under excepted appointments (not competitive civil service). Federal benefits include paid vacation and sick leave, health benefits and life insurance, disability insurance and long-term care, retirement benefits, and a tax-deferred savings plan. Participation in the interview process is at the applicant's own expense. Relocation expenses will not be provided. This position is subject to mandatory electronic fund transfer (direct deposit) participation for payment of net pay.

**The United States Probation Office for the Northern District of California reserves the right to modify the conditions of this vacancy announcement or withdraw the vacancy announcement, either of which may occur without prior written notice.**

**AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**